

COMPARISON TABLE OF FORMAT OPTIONS

<i>Scale: 5=Excellent; 1= Poor</i>	ELECTRONIC IMAGING	PAPER	MICROFILM
Ability to Fax	4-5	5	2-3
Complex Retrieval	5	1	1-5
Conservation of Documents	5	1-2	5
Cost	1	5	3
Document Tracking	5	1-2	3
Ease of File Creation	1-2	5	1-3
Ease of Migration	5	2	1
Eliminate Misfiling	5	1	5
Frequency of Migration	1	5	5
Hardcopy Production	5	5	3-4
Media Stability/Longevity	1-2	4-5	5
OCR Applicability	4-5	5	1-2
Rapid Retrieval	5	1-2	1-4
Remote Access	5	1	3
Revision Control	5	1	3-5
Storage Space Requirements	4	1	4
System Independence	1	5	4-5
Technical Support	1	5	3
Workflow Applications	5	2	1